



Department of Human Resources

Maggie Brooks
County Executive

Brayton M. Connard
Director

JOB ANNOUNCEMENT

TITLE: Data Manager (*Provisional Appointment)

SALARY: \$34,720 - \$44,607 annually

LOCATION: Monroe County Department of Public Health - STD/HIV 691 St. Paul Street

JOB SUMMARY:

This is a position in the Health Department responsible for compiling data and statistics relating to Sexually Transmitted Diseases and HIV; providing direct PC support to staff; creating queries to analyze productivity, outcomes, and disease morbidity; create related procedures as needed; oversee and troubleshoot electronic reporting systems. The employee reports directly to and works under the supervision of a higher-level staff member.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- A) Graduation from a regionally accredited or NY State registered college or university with a Bachelor's degree plus one (1) year paid full time or part time equivalent **professional experience involving data base creation and management, computer systems analysis, or systems design; OR,
- B) Graduation from a regionally accredited or NY State registered college or university with an Associate's degree plus three (3) years of experience as defined in (A) above; OR,
- C) Five (5) years of professional** experience as defined in (A) above; OR,
- D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**professional experience does not include clerical, secretarial or receptionist duties.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Send Resumes to: Beverly Ann Williams
Monroe County Department of Human Resources
111 Westfall Road - Room 772C
Rochester, NY 14620

Posting Deadline: April 15, 2005

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment.